

UPPER MERION TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

No. 510

Supercedes: 1-90 72.9.3

Effective: April 26, 2019

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Dated: February 2, 1990

DETENTION AREA SECURITY

- I. **PURPOSE:** The purpose of this policy is to establish guidelines for Detention Area security control.
- II. **POLICY:** It is the policy of the Upper Merion Township Police Department to provide secure, temporary holding cells for prisoners awaiting interrogation, arrest processing, transfer to the county prison or other administrative procedures and to maintain these facilities in a safe and sanitary manner. As such, personnel involved in the operation of the Detention Area shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety or the well being of department personnel or prisoners.
- III. **CROSS-REF:** Policy #520, EVACUATION OF HOLDING CELLS
Policy #530, TREATMENT OF SICK AND/OR INJURED DETAINEES
Policy #540, DETENTION AREA MANAGEMENT
Policy #550, TEMPORARY HOLDING AREA
Policy #600, EVIDENCE AND PROPERTY CONTROL
Policy #430, SEARCH OF ARRESTED PERSONS

IV. **DEFINITIONS:**

DETENTION AREA: The area on the first level of the Upper Merion Township Police Department consisting of four (4) cells, the Prisoner Processing Room (#165) and a Decontamination Room (#162).

V. **PROCEDURES:**

A. SECURING FIREARMS:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. ENTERING OCCUPIED CELLS:

1. Occupied cell doors shall only be opened for placement, removal, transfer, or treatment of a prisoner. Officers shall only enter an occupied cell to remove a prisoner who refuses to exit the cell when requested, or for an emergency.
2. Normally, one unarmed officer should not open or enter an occupied cell to respond to an emergency until support arrives. However, each emergency situation may contain circumstances that could dictate a different response. The first arriving officer may have to take action to prevent death or injury if the circumstances reasonably indicate the response will not jeopardize the safety of the officer or the security of the prisoner.

C. DOOR SECURITY:

1. At any time when a cell is occupied the cell door shall be secured.
2. The doors to the Detention Area shall remain closed and secured at all times when there is a prisoner within the Detention Area.

- [REDACTED]
- [REDACTED]
- [REDACTED]
2. Any damage, weapons, or contraband found shall be documented and reported to the shift supervisor. Reports documenting damage, weapons or contraband shall be forwarded to the Patrol Division Commander.

E. SECURITY INSPECTIONS:

1. The patrol shift supervisor shall conduct a security inspection of the Detention Area daily. The visual inspection will include bars, locks, walls, floors, lighting, video surveillance equipment, fire detection devices, and wear and tear on the facility. All areas to which prisoners have access should be checked for weapons and contraband.
2. The results of the security inspection shall be documented on the back of the Sergeant's Daily Report. The presence of the cell key and knife in the bottom lock box, fire extinguisher, and the spare cell and lock box keys in the Communications Center shall also be noted. If weapons or contraband are found in the Detention Area, a Cody incident report shall be submitted by the shift supervisor to the Patrol Division Commander. All defective security equipment shall be repaired or replaced as soon as possible.

F. TOOLS AND CULINARY EQUIPMENT:

1. Prisoners shall not be given metal utensils or culinary equipment. Plastic utensils shall be used for meals if required, and upon completion of the meal the officer providing the meal shall collect and dispose of all such utensils.
2. At any time repairs are necessary to any part of the Detention Area there shall be no prisoners in the immediate area of such work. When outside maintenance persons are required to work in an occupied Detention Area, a police department employee will be stationed in the area for the duration of the work. Whenever any work is completed in the Detention Area, the shift supervisor shall be notified, and he/she shall ensure that a security inspection of the Detention Area is promptly conducted.

G. DETENTION AREA MONITORING CAPABILITIES:

1. The Detention Area shall be monitored both visually and audibly in accordance with Section V-M-2 of this policy. Monitoring shall be accomplished through the use of a closed circuit television and audio monitoring system in the Communications Center of the Upper Merion Township Building. This system allows Communications Center personnel to be alerted as soon as possible in the event of an emergency within the Detention Area.

H. ESCAPE PREVENTION

1. To minimize the risk of escape by prisoners, the following procedures shall be followed:

[REDACTED]

- a. All movements of prisoners within the police station shall be under the escort of at least one officer.

[REDACTED]

2. In the event of an escape of a prisoner from the Detention Area the following procedure shall be followed:

- a. The shift supervisor and all on-duty personnel shall be advised of the escape.
- b. The shift supervisor shall organize a search of the police station and immediate surrounding area.
- c. The Communications Center shall notify the Montgomery County Communications Center and neighboring police departments and provide information on the escapee.
- d. If the escapee is not immediately recaptured then the supervisor shall notify a Command officer.
- e. If the escapee is not immediately recaptured then the supervisor shall notify any crime victims of the escape.
- f. Upon recapture of the escapee the shift supervisor shall ensure that all department personnel, the Montgomery County Communications Center, and neighboring police departments are notified.

I. PRISONER SEARCHES:

1. All prisoners brought into the Detention Area shall be immediately and thoroughly searched by the arresting or transporting officer regardless of any prior searches that occurred in the field. The prisoner should be searched inside the cellblock area and not in the Livescan room nor in the hallway outside the Detention Area. The body scanner, which is kept in the Prisoner Processing Room, may be used for searches of prisoners brought into the Detention Area. The officer performing the prisoner search shall not be armed.
2. The searching officer shall remove all personal property and itemize the property on the Prisoner Property Report. If a prisoner's property is to be retained by the department as evidence, then those items will be listed on the Upper Merion Township Police Department Property Report. The inventory and storage of a prisoner's property shall be accomplished in accordance with Policy #600, EVIDENCE AND PROPERTY CONTROL.
3. Whenever possible, the search of a prisoner shall be conducted by an officer or other department member of the same sex as the prisoner. This search should be conducted in a safe and discreet manner.
4. Guidelines for strip and body cavity searches are outlined in policy #430, SEARCHES OF ARRESTED PERSONS.

J. PRISONER INTAKE:

1. The arresting or housing officer shall ensure that a cell sheet on each prisoner placed in a cell is completed. The cell sheet shall be maintained at the Communications Center until the prisoner is released.
2. The Prisoner Property Report/Detainee Evaluation Form/Transfer of Custody shall remain with the prisoner's property until the prisoner is released, at which time it will be forwarded to the Records Section and placed in the case file.
3. The arresting officer shall complete a computer check to determine if the prisoner has any outstanding warrants.
4. The arresting or housing officer shall ensure that a Prisoner Property Report/Detainee Evaluation Form/Transfer of Custody is completed for each prisoner placed in a cell in accordance with Policy #530, TREATMENT OF SICK/INJURED DETAINEES.

K. HOUSING OF PRISONERS

1. In no event shall a female prisoner be housed in the same cell as a male prisoner.

2. Juvenile prisoners, if placed in a cell, shall be separated by sight and sound from adult prisoners. Sound separation for the purpose of this policy is defined as normal/loud conversation and does not include deliberate yelling or screaming, which should be controlled by department personnel. Cell #1, which is the first cell on the right upon entering the Detention Area, is to be used to house juveniles.
3. If a prisoner appears under the influence of alcohol or drugs, or is violent or self-destructive, special considerations will be made to ensure that the potential for prisoners to injure themselves or others is minimized. Such prisoners shall remain under close observation by the Communications Center. (Refer to section M-2 of this policy).
4. If the prisoner appears at risk due to medical or psychological reasons, they shall be handled in accordance with the provisions of Policy #530, TREATMENT OF SICK/INJURED DETAINEES.
5. If prisoners are received from an outside agency, positive identification shall be made of the person presenting the prisoner for detention, including verification of the person's authority to make the commitment. Any prisoner housed in the Detention Area for an outside agency is the responsibility of that agency and they shall comply with the provisions of this policy. The prisoner's property shall remain in the possession of the outside agency.

L. MASS ARREST AND OVERCROWDING:

[REDACTED]

[REDACTED]

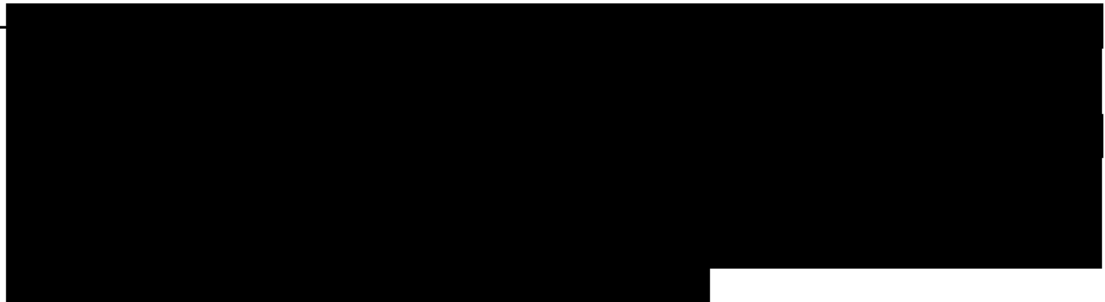
[REDACTED]

M. SUPERVISION OF PRISONERS:

1. At the start of each shift, the Communications Center shall make a count of the number of prisoners and ensure that there is a cell sheet for each. Whenever the Detention Area is occupied by one or more prisoners, the prisoners shall be supervised at all times. Direct supervision of prisoners shall be by officers of the same sex whenever possible. When officers of the opposite sex are used to supervise prisoners, their actions must be monitored by another officer or through the use of video/audio surveillance equipment.

2. Communications Officers shall visually and audibly monitor all prisoners at least every (30) minutes to ensure their safety and welfare. A prisoner that appears under the influence of alcohol or drugs, or presents a security or suicide risk shall be checked more frequently and at irregular intervals not to exceed 10 minutes. All checks shall be noted on the cell sheet. To protect the privacy of prisoners, video cameras and audio listening devices used to monitor the cells shall not be accessible or visible to anyone other than necessary department personnel. Notices shall be posted in the Detention and Temporary Holding Areas that activities are under video and audio surveillance.
 - a. All Communications Center personnel shall be trained to recognize emergencies so that they may dispatch sworn officers to the Detention Area when an emergency occurs. Only sworn officers shall open cell doors and enter occupied cells in response to emergencies in the Detention Area.
 - b. Communications Center personnel shall immediately dispatch the closest available sworn police officer to respond to all emergencies in the Detention Area. If sworn members of the Upper Merion Township Police Department are unable to arrive at the Detention Area within nine minutes, Communications Center personnel shall request assistance from other neighboring police agencies to ensure a nine minute response. The time of the dispatch and the time of the response shall be documented by Communications Center personnel in the CAD notes.

3.



4. Visitation of prisoners in the Detention Area is not permitted. If a prisoner requests access to his/her attorney, and the request is granted, the conference shall be held in Room 162. The following procedures shall be followed.
 - a. An exception shall be made for the prisoner's attorney to be present during a video arraignment. The attorney shall only be present in the Processing Room, and only during the time of the arraignment.
 - b. Any pre-arraignment or post-arraignment conferences between the prisoner and his/her attorney shall be conducted in Room 162.
 - c. Room 162 shall be searched for weapons and contraband prior to admitting any attorneys or prisoners:

